

MINUTE of MEETING of the COUNCIL EXECUTIVE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 30 AUGUST 2016.

Present – Councillors John McGinty (Chair), Cathy Muldoon, Frank Anderson, Tom Conn, David Dodds (substituting for Jim Dixon), Lawrence Fitzpatrick, Peter Johnston, Dave King, Danny Logue, Anne McMillan, Angela Moohan and George Paul

Apologies – Councillor Jim Dixon

1. DECLARATIONS OF INTEREST

- 1) Agenda Item 8 (Strategic Development Plan 2 & Budget Ratification) – Councillor Muldoon declared a non-financial interest in that she was a council appointed member of SESPlan and SESTran;
- 2) Agenda Item 6 (Call for Evidence on Child and Adolescent Mental Health Services) – Councillor Peter Johnston declared a non-financial interest arising from his position as a non-executive director of NHS Lothian for which a specific exclusion applied. Councillor Johnston also declared an interest as COSLA's spokesperson for the Health and Wellbeing Strategic Group;
- 3) Agenda Item 6 (Call for Evidence on Child and Adolescent Mental Health Services) – Councillor Danny Logue declared a non-financial interest in that he was an NHS Lothian Employee; and
- 4) Agenda Item 10 (Towards a Community Development Finance Institution) – Councillor Angela Moohan declared a non-financial interest in that she was a member of the Credit Union.

2. MINUTE

The Council Executive confirmed the Minute of its meeting held on 2 August 2016. The Minute was thereafter signed by the Chair.

3. REPORT ON RESPITE PROVISION FOR CHILDREN AND YOUNG PEOPLE WITH A DISABILITY

The Council Executive considered a report (copies of which had been circulated) by the Head of Social Policy concerning the future provision of respite for disabled children in West Lothian.

The report recalled that West Lothian Council provided social work services via the Child Disability Service (CDS) and was currently working with 180 children/young people. There were increasing numbers of children on the autism spectrum and children who had a combined diagnosis of learning disability, autism and significant challenging

behaviour.

A wide range of support was currently offered to meet the assessed needs of children and their families. Primarily this resulted in CDS providing a break from caring to the parent/family and offering support to access appropriate social opportunities for the child. The break from caring was offered in a variety of ways including a sitting service, activity breaks, holiday activities, weekend short breaks and overnight respite.

Whilst CDS had actively sought to utilise the support/services available locally and work with families on a planned basis, the service continued to see an increase in the number of children and families presenting in crisis. In the majority of these cases the lack of locally available, flexible support had contributed to the deterioration in the situation for the child/family resulting in the need to significantly increase the package of support or the child being accommodated. Additionally an increase on the impact of siblings' mental health and wellbeing had been highlighted, particularly for those where the disabled sibling had significant challenging behaviour.

The current service was delivered within a two bedded building based at the Strathbrock Family Unit site in Broxburn. While this service had enabled a significant increase in the number of children accessing overnights it had not been appropriate for all children and there was an increasing demand for this type of service which could not be met within the existing provision. There had also been a shift with parents now choosing alternative provision via the Self-Directed Support Framework, which allowed people who were eligible for support to make informed choices about what their support looked like and how it was delivered.

The report continued to advise, that in future, access to overnight respite provision was key to reducing the risk of having to provide more expensive interventions or children becoming accommodated. Therefore based on the average use of existing services, use of external placements for both overnight respite/emergency placements and the need for increased outreach it was projected the following services would be required :-

- Overnights – flexible provision and a number available to meet identified needs; and
- Outreach – flexible approach which supported the development of a tiered intervention approach as part of the provision in order to target those at risk of a family breakdown, required intensive intervention and to respond to families in crisis.

An options analysis and the associated risks had been undertaken and it had been agreed that the most appropriate way forward to ensure flexibility of service would be for West Lothian Council to deliver the service internally.

The report concluded that West Lothian Council taking responsibility for developing the provision in house brought its own risks and limitations, however the benefits to this being part of a wider tiered intervention model

of support could significantly improve the outcomes for children as well as improving the quality and quantity of support.

It was recommended that the Council Executive considers the information in relation to the future provision of respite to disabled children in West Lothian and agree the implementation of the model which would bring the provision in house.

Decision

To approve the terms of the report

4. SCOTTISH PARLIAMENT'S HEALTH AND SPORT COMMITTEE - CALL FOR WRITTEN EVIDENCE ON CHILD AND ADOLESCENT MENTAL HEALTH SERVICES AND THE MENTAL HEALTH STRATEGY

The Council Executive considered a report (copies of which had been circulated) by the Head of Social Policy seeking approval for a response to be submitted to the Scottish Parliament's Health and Sport Committee call for written evidence on Child and Adolescent Mental Health Services and the Mental Health Strategy.

The Head of Social Policy explained that on 8 July 2016 the Scottish Parliament's Health and Sport Committee had launched a call for written evidence from all interested parties on Child and Adolescent Mental Health Services and the Mental Health Strategy.

This inquiry was seeking to understand the barriers to accessing children's mental health services and why significant variations in waiting times and accessing treatment continued to occur across Scotland.

The report provided a brief overview of the manner in which the Child and Adolescent Mental Health Service (CAMHS) operated and some of the difficulties in meeting demand that the service had encountered.

Attached to the report at Appendix 1 was the proposed response and the Council Executive was invited to consider the draft response for submission to the Scottish Parliament's Health and Sport Committee.

Decision

- 1) To approve the terms of the report; and
- 2) To agree the terms of the motion as follows :-

“At item 3 of the response add a bullet point below

The Scottish Government should launch an urgent review of the over 7000 rejected referrals to the CAMHS service since December 2014 to ensure no child or young person in Scotland is missing out on treatment they should be receiving”.

5. EDINBURGH AIRPORT "LETS GO FURTHER" CONSULTATION

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of a consultation on potential future flightpath changes and to seek approval for the proposed consultation response, a copy of which was attached to the report.

The Council Executive was advised that in June 2016 Edinburgh Airport launched "Let's Go Further", its airspace change programme. The stated aim was to examine the potential impact of altering flightpaths *"to allow for maximum operational benefits and to minimise community impact"*. Following these initial activities the airport had now embarked on a two phase public engagement and consultation process :-

- Phase 1 aimed to gather views from communities involved; and
- Following feedback on local sensitivities gathered at Phase 1, Phase 2 would consult in detail over specific flightpaths developed within each of the "envelopes".

The report then provided an overview of Phase 1 of the consultation detailing the specific question being posed and the proposed response noting that the objective of Phase 1 was to gather feedback from stakeholders on the broad design "envelopes" to inform the design of all Edinburgh Airport departure and arrival routes up to 7,000ft.

In responding to the consultation question, *"What local factors should be taken into account when determining the position of the route within the design envelope given the potential impacts, and why?"* the following matters were considered :-

- The wishes of the community
- Established routes and impact of changes on those not currently subject to aircraft noise
- Overflight noise impact on general community
- Overflight noise impact on specific communities/establishments
- Location of existing settlements/population density
- Planned location of future settlements
- Times of flights and frequency

Notwithstanding the potential for Edinburgh Airport to discount responses out with the immediate scope of the consultation a number of other matters relating to noise were also highlighted in the consultation response.

Whilst concerns over noise existed it was also to be recognised that the

proximity of Edinburgh Airport provided an economic benefit to West Lothian allowing for easy connectivity to new markets and providing a benefit to the people and businesses of West Lothian. This also included the potential long-term benefits for the Scottish labour market by enabling West Lothian to retain senior executive talent that could otherwise migrate elsewhere.

The report concluded that Edinburgh Airport wished to revise its arrival and departure routes to make use of new technology and to increase capacity which in turn would allow for increased flight numbers. West Lothian did benefit from the proximity of Edinburgh Airport making it a more attractive place from which to do business however West Lothian residents had raised concerns during the trial change of flightpath which demonstrated significant negative impact for many residents.

It was recommended that the Council Executive :-

1. Note the content of the report and the accompanying proposed consultation response; and
2. Approve the proposed consultation response

Decision

To approve the terms of the report

6. STRATEGIC DEVELOPMENT PLAN 2 AND BUDGET RATIFICATION

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of the preparation of the Strategic Development Plan 2 (SDP2) which had been prepared by the SESPlan Joint Committee and now required endorsement by each of the constituent council's before consultation could commence.

The report also advised of the need to ratify SEPlan's 2016-17 operating budget following its approval by the SESPlan Joint Committee on 14 December 2015.

Attached to the report at Appendix 1 was the SDP2 which had been approved by the SESPlan Joint Committee on 20 June 2016. SDP2 covered a twenty year period from 2018-2038 and set out the spatial strategy which would direct growth corridors, principally transport corridors, which were already subject to development as set out in SDP1. SDP2 would also develop the spatial strategy under key themes of a place to do business, a place for communities and a better connected place and would also set out a vision for the area.

A number of supporting documents sat alongside the SDP2 and included the Housing Background paper, Transport Appraisal, Green Network, an Action Plan, Environmental Reports & Habitats Regulation Appraisal and an Equalities and Human Rights Impact Assessment. The report also provided details of the timeline for progressing the SDP2 noting that once

approval had been provided by each of the constituent council's it would be published for consultation in late summer 2016.

Also attached to the report at Appendix 2 was the SESPlan operating budget for 2016-17 which had been approved by the SESPlan Joint Committee. This too required ratification by the six member authorities.

Each council's contribution for 2016-17 was £46,550. This represented no change on budget contributions for 2015-16 and the Joint Committee had agreed to maintain this contribution over the next three years. The council's contribution to the SESPlan Operating Budget was provided for through the General Services Revenue Fund.

It was recommended that Council Executive notes and approves the following recommendations:-

1. Ratifies the decision of the SESPlan Joint Committee of 20 June 2016 to publish SDP2 Proposed Plan for public consultation;
2. Note the terms of the Environmental Report prepared in support of the SDP2 Proposed Plan;
3. Note the terms of the Equalities and Human Rights Impact Assessment prepared in support of SDP2 Proposed Plan;
4. Note the terms of the draft Action Programme prepared in support of SDP2 Proposed Plan;
5. Note the terms of the background papers prepared in support of SDP2 Proposed Plan;
6. Note the proposals for engagement and consultation on SDP2 Proposed Plan;
7. Note that minor editorial changes of a non-policy nature to the SDP2 Proposed Plan and the supporting documents were delegated to the SDP Manager in consultation with the SESPlan Chair; and
8. To ratify SESPlan's 2016-17 operating budget and approve the payment of £46,550 as the council's contribution.

Decision

To approve the terms of the report

7. CONSULTATION ON THE SCOTTISH GOVERNMENT RESPONSE TO THE UK APPRENTICESHIP LEVY

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration seeking agreement to submit a response to the Scottish Government in relation to the options for the use of the Apprentice Levy

funding that was being transferred to the Scottish Government.

The report recalled that in July 2015 the UK Government announced its plans to introduce a UK wide Apprenticeship Levy from April 2017. Employers would pay 0.5% of their annual pay bill in excess of £3m through the PAYE system. Those with an annual pay bill of £3m or less would be exempt. The Levy would apply to employers in the public, private and third sectors.

It was estimated that West Lothian Council would pay £1.2m per year in levy.

The UK Government had stated that it would use the funding generated through the levy to support its commitment to deliver apprenticeships in England during the lifetime of the current UK Parliament and would allocate a share to the Scottish Government through the existing Barnett arrangements.

The consultation was asking for the views on options for the use of the Apprenticeship Levy funding that the Scottish Government would receive.

The consultation document consisted of six questions and a response to each had been drafted with input from a range of services and was attached to the report.

The draft submission supported, in principle, the areas of provision that the Scottish Government had proposed to support with the levy. The response also highlighted the fact that the levy would add pressure to the current council budget.

The report concluded that the Apprentice Levy would have a significant impact on West Lothian Council and it was critical that the use of the levy, by the Scottish Government, was done in a way to support the current local employability provision and at no additional cost to the council.

It was recommended that the Council Executive agree to submit the response to the Scottish Government's consultation on the UK Apprenticeship Levy as detailed in Appendix 2 attached to the report and summarised in section D.3 of the report.

Decision

To approve the terms of the report

8. TOWARDS A COMMUNITY DEVELOPMENT FINANCE INSTITUTION

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing the findings of research undertaken on financial exclusion and to set out proposed actions in relation to the creation of a Community Development Finance Institution (CDFI) in West Lothian.

The report recalled that as agreed by Council Executive in October 2014

and as part of the proposals to promote financial inclusion in West Lothian, a detailed Community Development Finance Initiative (CDFI) feasibility study was carried out in conjunction with Fife Council and Falkirk Council. A CDFI offered affordable loans and budgeting advice and helped people access other financial services, such as savings and bank accounts.

The three local authorities came together to explore the option of establishing CDFI arrangements through a shared interest in extending the range of financial inclusion services. After a tendering exercise the contract for the feasibility study was awarded to consultancy firm IS4. The final version of the feasibility study provided in summer 2015 confirmed that there was a strong case for intervention via a CDFI and that the options to develop an in-house solution or expand credit unions were not a viable means of delivering the objectives of the project.

The feasibility study also recommended that a business case be completed which would review in more detail the costs associated with each delivery option and recommend a preferred supplier. Fife Council would lead on the business case. The study also found working alongside existing CDFI providers such as Scotcash, based in Glasgow or Moneyline, based in Lancashire would be the best option.

The report continued by providing further details on the case for a CDFI and how it would help those from low income households, the challenges arising from welfare reform and assisting with the barriers to borrowing from standard lenders.

It was to be noted that no agreement was being sought on the commitment of funding for the CDFI at this stage however it was important to recognise that there would be some pump priming resources required in setting up a CDFI and which would cover running costs in the early years of establishment and would also include capital costs to act as its lending resource.

The figures being used were based on costs estimates provided by the IS4 consultation and these were summarised in the report. The West Lothian, Fife and Falkirk model was therefore based on four outlets (two of which would be in Fife) with an initial aspiration of making 2,516 loans per annum at an average value of £464 across the three areas.

It was also proposed that the contract for the CDFI provider would last for an initial three years with the option of a two year extension. After this it was anticipated the CDFI would be self-sustaining and ongoing local government support would no longer be required.

The next steps in the process were to obtain confirmed costs and to provide more detail on the delivery model a tendering exercise would be required to be completed. It was intended that the procurement process would be led by Fife Council in collaboration with procurement services in West Lothian and Falkirk Councils and would focus on the service requirements that had been agreed by the three councils. If approval was provided then it was anticipated that the tender would be issued in

September 2016 and the tender awarded in December 2016. The CDFI would then be launched in early Spring 2017.

It was recommended that Council Executive :-

1. Note the approach taken to investigating the benefits of implementing a CDFI;
2. Agree to progress to a tendering exercise for the procurement of a CDFI service for West Lothian; and
3. Agree that a report on the outcome of the tendering exercise be presented to the Council Executive.

Decision

To approve the terms of the report.

9. SCOTTISH GOVERNMENT CONSULTATION ON MODERNISING THE WATER INDUSTRY'S USE OF RATEABLE VALUE TO CHARGE NON-HOUSEHOLDS FOR WATER AND SEWERAGE SERVICES

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services advising of a Scottish Government consultation on the future use of updated rateable values for charging non-domestic customers for water and sewerage services.

The report explained that water industry charges for some premises in Scotland were based on the most recently assigned rateable value. However, for many the charges were based on an historic rateable value – in some cases dating back to 1995. These values could be higher or lower than the value most recently assigned by the Assessor. The inconsistency of charging had been addressed in the Principles of Charging of Water Services 2015-21, issued in October 2014. This confirmed that the Scottish Government would require, from a date specified by Ministers, that water industry charges which were based on rateable values must be based on those most recently assigned by the Assessor.

The Council Executive noted that the consultation was in the form of a questionnaire consisting of five questions. A completed copy of the consultation was attached at Appendix 1. As Ministers had already made it clear that it was their intention to move to a system of charging on the most recent rateable value, the questionnaire focused on the dates of implementation and the length of any transitional period.

It was recommended that Council Executive :-

1. Note the proposed response to the consultation attached to the report at Appendix 1; and
2. Approve the proposed response for submission to the Scottish

Government.

Decision

To approve the terms of the report

10. PUMPHERSTON JUNIOR FOOTBALL CLUB

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for granting a 25 year lease to Pumpherston Junior Football Club.

The report recalled that at its meeting on 30 June 2015 Council Executive approved a report on modernising leases at less than market rental. The report outlined proposed new arrangements for the lease of assets to voluntary and community groups that both complied with recent legislation and maintained the ability of these groups to enjoy concessionary rentals. The report also agreed to delegate powers to the Head of Finance and Property Services to offer new leases of up to ten years, or for the unexpired term of existing leases longer than ten years.

The implementation of the new arrangements had been progressing incrementally. However in discussions with some groups it had become apparent that a longer lease would be of interest. In particular, Pumpherston Juniors had asked for a lease of 25 years.

The club had indicated that they were intending to seek external funding for the maintenance and improvement of facilities and that a lease of 25 years would provide added security that would meet the requirements of funding bodies.

The Head of Finance and Property Services continued to advise that the ground at Pumpherston was unlikely to be considered for alternative use by the council and a long lease would not significantly inhibit the council's future options for the area. The lease would be at an initial rental of £1,000 per annum subject to review at five yearly intervals. However, in accordance with Council Executive instructions, it would include a community benefit clause that would allow Pumpherston Juniors to secure a discount on the rent due if they could prove that they delivered a community benefit as a result of their activities.

It was recommended that Council Executive agree to the lease of the football ground at Pumpherston to Pumpherston Juniors for a period of 25 years and delegate powers to the Head of Finance and Property Services to conclude the lease.

Decision

- 1) To approve the terms of the report; and
- 2) To agree that the Head of Finance and Property Services would clarify with local ward members if the lease with the football club

allowed for sub-leases.

11. PROPOSED ARMADALE PARTNERSHIP CENTRE

The Council Executive considered a joint report (copies of which had been circulated) by the Head of Finance and Property Services and the Head of Housing, Building and Customer Services providing an update on progress made with the community consultation in Armadale for the development of a Partnership Centre in the town.

The report recalled that over the last ten years West Lothian Council had worked with a range of partners to develop partnership centres in Bathgate, Broxburn and Fauldhouse. Construction work was also well underway to create partnership centres in Blackburn and Linlithgow.

The Council Executive in May 2015 considered a report about the development of a partnership centre in Armadale. The report proposed that to facilitate the wide ranging consultation, a community engagement group would be established with invitations extended to representatives from the Community Council, Community Education Centre Management Committee, sports clubs and local community groups together with council services. The group would engage with the project team and support the development of the proposals from design through to construction and completion.

Over the course of a number of meetings, since the Council Executive decision in May 2015, the group had considered a number of options and condensed these into one preferred option that was shared with the wider Armadale community. A detailed community engagement plan was formulated and implemented during May and June 2016.

Over a period of six weeks during May and June 2016 576 people completed a survey postcard or online survey. The consultation team ensured that a broad mix of people was targeted to gather their views and in particular an effort was made to gather the views of young people. The full results of the engagement activity were attached to the report at Appendix 1.

The outcome of the extensive community engagement confirmed the preferred option which would see council services co-located at the existing community centre, with an extension and internal alteration proposal to accommodate early years, further meeting space and greater flexibility of use. Additionally CIS Services and Housing Services would also be located here.

The second aspect of the development would involve the building at the Cross which would see a new youth space developed on the ground floor of the building. The use of the first floor remained under review with the community and council services. The community centre management committee had expressed an interest in managing this area with the option of leasing or asset transferring the whole building. It was to be noted however that the development of this building was subject to

securing external funding and an initial funding bid had been made. The proposed plan was attached to the report at Appendix 2.

Subject to Council Executive approval the next steps would be to engage architects, quantity surveyors and other technical advisers to finalise plans and submit a planning application. The planning application would take cognisance of issues that had been raised at meetings of the Local Area Committee including parking and pedestrian crossings on North Street.

The report concluded that West Lothian had a good track record of creating partnership centres that delivered positive benefits for the communities in which they were based and the opportunity to re-invigorate the community centre whilst delivering a modern focused service in Armadale would add to the vibrancy of the town centre.

It was recommended that Council Executive :-

1. Note the outcomes of the successful community engagement activity which supported the development proposals;
2. Note that initial plans and costs had been developed and consulted upon with the community;
3. Agree the development of a Partnership Centre in Armadale which would be delivered through the alteration and extension of the existing Community Centre;
4. Agree that finalised plans and costs were progressed and statutory applications made;
5. Agree that further work would be undertaken to develop the youth space project in the council building at the Cross in Armadale which would be dependent on securing external funding; and
6. Agree that any opportunities to secure additional external funding to support the overall programme would be pursued.

Decision

To approve the terms of the report

12. COSLA AND IMPROVEMENT SERVICE ANNUAL CONFERENCE 2016

The Council Executive considered and agreed attendance to the following attendance :-

COSLA and Improvement Service	Attendance by 3 members of the
Annual Conference & Exhibition	Administration and 2 members of
2016	the Opposition

13. CODE OF CORPORATE GOVERNANCE - ANNUAL REPORT

The Council Executive considered a report (copies of which had been circulated) by the Governance Manager providing the outcome of the annual review of the council's compliance with its Code of Corporate Governance.

The council in June 2010 adopted a revised Code based on a new framework, *Delivering Good Governance in Local Government*, produced by CIPFA/SOLACE. The Code was built around six over-arching principles of good governance for councils and beneath these principles there were further sub-divisions in a hierarchy, at the bottom of which sat specific standards against which compliance with the Code could be measured.

Each year a report was brought to Council Executive to provide assurance in relation to the extent of compliance with the Code, to provide information about steps taken to address areas of concern identified in the past and to identify areas of concern requiring future attention. As well as consideration by Council Executive the report would also be considered by the Audit & Governance Committee and the Governance & Risk Board, details of which were summarised in the report.

The report then provided a summary of the evidence of compliance for 2015-16 and included details of individual statements of compliance and issues addressed during 2015-16. Also attached to the report was a series of appendices which provided further information on compliance with the Corporate Code of Governance.

Council Executive was asked :-

1. To note that the information provided in relation to compliance with the Code in 2015-16 and related issues concerning corporate governance;
2. To note that the standards of the Code had continued to be substantially met in 2015-16; and
3. To note that the report would be referred to the Audit and Governance Committee for consideration in accordance with established procedures.

Decision

To note the contents of the report

14. ST JOHN'S HOSPITAL STAKEHOLDER GROUP

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive Community Health & Care Partnership, inviting the Council Executive to note the terms of the Minutes of St John's Hospital Stakeholder Group meetings held on 30 March, 20 April, 18 May and 15 June 2016, copies of which were attached to the report.

Decision

To note the contents of the report

15. COMMUNITY PLANNING PARTNERSHIP BOARD

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive, Education and Planning Services, inviting the Council Executive to note the terms of the Minutes of the Community Planning Partnership Board meetings held on 17 August 2015, 16 November 2015 and 15 February 2016, copies of which were attached to the report.

Decision

To note the contents of the report

16. AUDIT OF VOLUNTARY SECTOR GATEWAY WEST Lothian

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services advising of the outcome of the internal audit of the Voluntary Sector Gateway West Lothian.

The report recalled that on 12 January 2016 West Lothian Council approved a motion in relation to the Voluntary Sector Gateway West Lothian (VSGWL) which included an instruction to the Chief Executive to *“deploy the council’s Internal Audit Service to work with the new Board to ensure that all sums previously allocated to VSGWL were properly spent and accounted for”*.

The resultant audit report was attached to the report at Appendix 1. The main findings were summarised in paragraph 1.8 of the executive summary and in Section three of the report. The detailed audit findings were set out in Section 4 and Section 6 contained a response from the current Board of VSGWL. A completed Action Plan was also included.

It was recommended that the Council Executive notes the outcomes of the audit as detailed in the audit report.

Decision

To note the contents of the report

17. PRIVATE SESSION

The committee resolved under Section 50 (A)(4) of the Local Government (Scotland) Act 1973, that the public be excluded from the meeting during consideration of the following item of business on the grounds that they involved the likely disclosure of exempt information as defined in

paragraph 6 of Schedule 7A of the Act.

18. AUDIT OF VOLUNTARY SECTOR GATEWAY WEST LOTHIAN

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing details of the severance terms for the post of Chief Executive at the Voluntary Sector Gateway West Lothian (VSGWL). This was a companion report to one that had been considered earlier by the Council Executive and which concerned an audit that had been carried out by the council's Internal Audit Service

The report provided details of the contract of employment for the post of Chief Executive for the VSGWL and details of the payment made on exit to the then Chief Executive.

It was recommended that that the Council Executive note the contents of the report.

Decision

To note the contents of the report